

State of Iowa

## **Iowa Financial and Results Reporting System**

I-JOBS – Iowa’s Infrastructure Initiative  
Reporting Procedures and Guidance

Iowa Department of Management  
3/14/2011



## Overview

During the 2010 Legislative Session, reporting requirements were established that require administering agencies to provide answers to the following questions<sup>1</sup>:

- What is the nature of each project and its purpose?
- What is the status of each project?
- What amount and percentage of program funds have been expended for each project?
- What outside funding is matched or leveraged by the program funds?
- What is the number of jobs created or retained by each projects?
- What are the names of project contractors, and what is their state of residence?
- What are the states of residence of contractors' employees?

The State of Iowa intends to use a centralized reporting system, Iowa's Financial and Results Reporting System ([reporting.iowa.gov](http://reporting.iowa.gov)), to collect information from all agencies, recipients and vendors of I-JOBS funds that flow through any Iowa State agency or institution. The centralized reporting system is designed to facilitate collection of project, financial and job information from state agencies and institutions themselves, as well as organizations they award money to whether it is in the form of a grant, contract or loan.

The information collected via the Financial and Results Reporting System ([reporting.iowa.gov](http://reporting.iowa.gov)) will not only fulfill Iowa's reporting requirements, but will facilitate making the use of I-JOBS funding transparent and accessible to Iowans.

## How do I use this document?

The I-JOBS Reporting Procedures and Guidance document is a reference manual, not a training document. It is intended to assist users with I-JOBS reporting, as shown in [Figure 1](#), by:

1. Documenting steps and actions the users of Iowa's centralized reporting system must take to complete reporting;
2. Defining the meaning of reporting data elements; and
3. Providing guidance pertaining to when information is needed and how it should be collected.

Each section is framed as a question with the content of the section answering the question asked. The best approach for using this document is to review the section headings in the [Table of Contents](#), and see which one best fits the issue you are facing.

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<sup>1</sup> Iowa Code Section 16.193

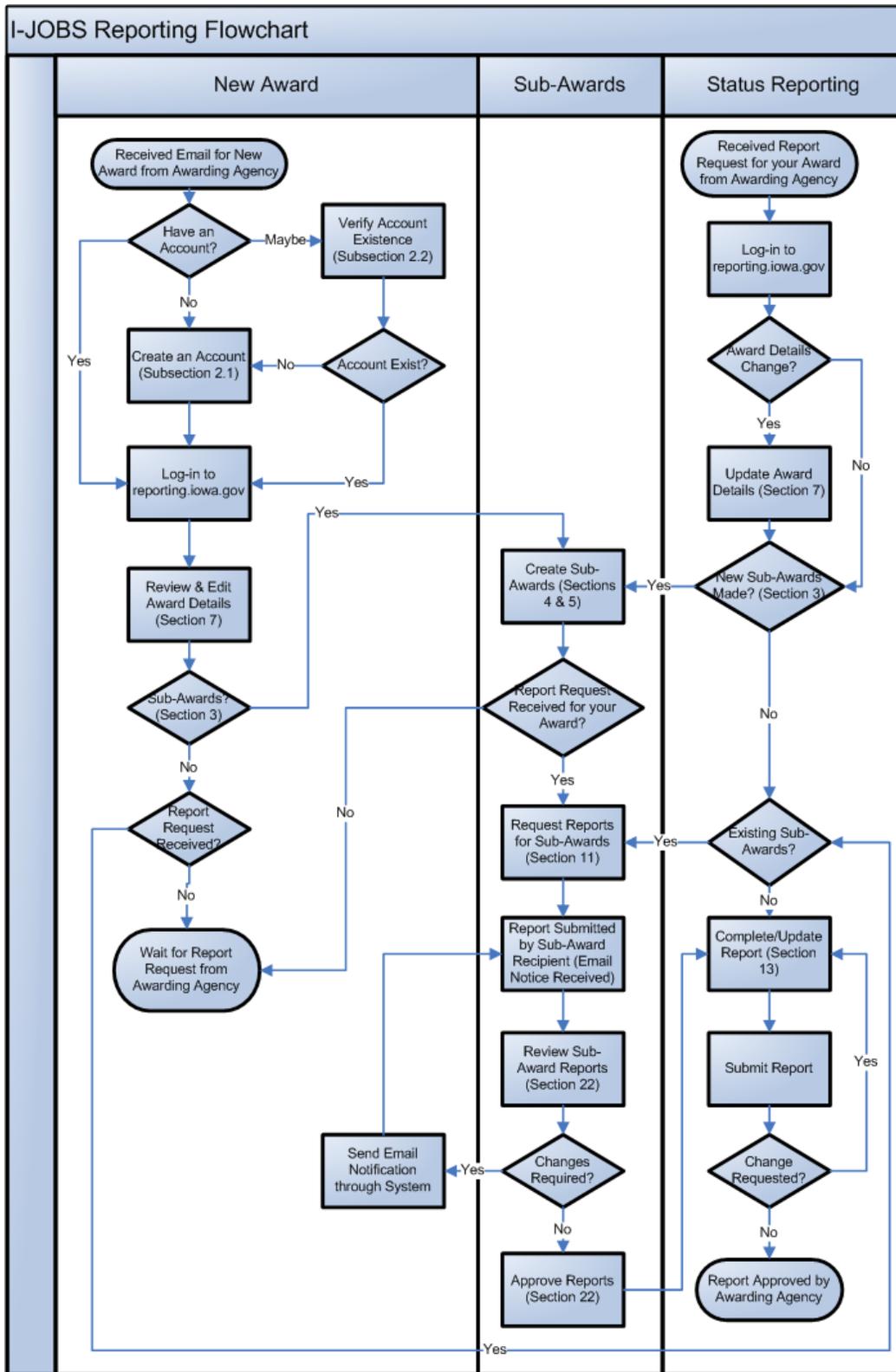


Figure 1. I-JOBS Reporting Flowchart. Section references refer to corresponding sections and sub-sections in the guidance document.

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## 1 Who is required to use Iowa’s centralized reporting system?

Iowa’s centralized reporting system is intended to include information on projects supported by I-JOBS<sup>2</sup>. Prime recipients<sup>3</sup> of I-JOBS funding have the responsibility to report on the appropriations received, and the reporting responsibility is further extended to internal recipients<sup>4</sup>, sub-recipients<sup>5</sup> and vendors<sup>6</sup> receiving I-JOBS funding, where applicable, to ensure the State of Iowa provides the most comprehensive set of data to our citizens.

## 2 How do I log-in to reporting.iowa.gov?

From the reporting.iowa.gov web site, click the “Sign In” button in upper right hand corner, as shown in [Figure 2](#). This brings you to Enterprise A&A, which provides authentication and authorization services for the reporting.iowa.gov centralized reporting application. Enter your account ID and password in the boxes provided, then click the “Sign In” button. You will then be redirected back to the Dashboard of [reporting.iowa.gov](http://reporting.iowa.gov).



**Figure 2 - Sign In button.** The sign in button is available in top right corner, and opens a web form where the account ID and password are entered.

Many state employees will be able to use their email as the account ID and the password normally used to log into their work computer. If that option is not available, they should use the same account ID and password used to access the “Iowa Online Payroll Warrant.”

If you don’t already have an account, or can’t remember your account ID or password, please refer to the sections below.

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<sup>2</sup> Supported projects are those projects that are funded in whole or in part with I-JOBS funding.

<sup>3</sup> Prime recipients are administering agencies or state agencies directly appropriated funding within the I-JOBS initiative.

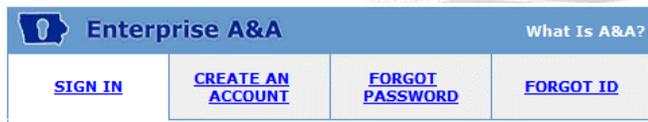
<sup>4</sup> Internal recipients are state agencies or sub-units of the prime recipient who receive an award or transfer of funds from the prime recipient due to having administrative and/or management responsibilities for the funded project.

<sup>5</sup> Sub-recipients are any non-state public agencies, non-profit organizations or individuals who receive funding to support the implementation of defined projects that benefit the recipient directly, or the constituents they represent. They are directly responsible for completion of funded project.

<sup>6</sup> Vendors are private sector contractors, dealers, distributors, merchants or other sellers providing goods or services necessary to complete the project. Typically, the provision of goods and services are provided within a competitive environment.

## 2.1 I don't have an A&A account - how do I create one?

From the [reporting.iowa.gov](http://reporting.iowa.gov) web site, click the "Sign In" button in upper right hand corner. This brings you to Enterprise A&A, which provides authentication and authorization services for the reporting.iowa.gov centralized reporting application. From here, you can click the "Create an Account," as shown in [Figure 3](#).

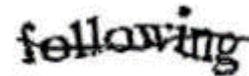


**Figure 3 - Enterprise A&A tab options.** After click "Sign In" button, Enterprise A&A provides a number of tabs that may address the issues you are encountering.

The Create Account page consists of the following elements: Account ID, First Name, Last Name & Email. You must enter your email twice, to make sure you haven't mistyped something. You may not create an account using an Account Id (e.g. firstname.lastname@iowaid) or Email address that is currently in use by another account. Once the Account Details are successfully saved the user will receive an email with instructions on how to verify and use the account.

By clicking the link found in the Account Confirmation Email you will:

1. Enter the Registration Confirmation Token found in the Account Confirmation Email, if not already pre-populated.
2. Enter the alphanumeric code value you see in the captcha<sup>7</sup> image, see [Figure 4](#).
3. Click the "Confirm My Account" button.



**Figure 4 - Captcha example.**

After you confirm your A&A account, you will be required to set up your Identity Baseline information. The Identify Baseline is set of questions and answers you enter the first time you use your account. These questions and answers are secrets you can use to reset your password if you ever forget. The Baseline consists of three questions. For the first two, select a question from the list and type in your answer. For the remaining question, you can enter both the question and the answer. You must enter your answer twice for each question, to make sure you haven't mistyped something. You must remember these answers. If you can't answer these questions, you won't be able to manage your account if you forget your password.

After saving your baseline for the first time, you'll be allowed to establish your password and then be required to log in. All of these steps help to protect your account at the beginning, when it is the easiest to steal or break into. You can come back anytime you like (using the "Take me to my Account

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<sup>7</sup> A challenge-response security implementation process used to deter the computer automation of a given process. Most will recognize this as a random set of numbers and letters that appear in kind of wavy.

Options..." check box on Logon Screen) and re-enter the baseline questions to keep yourself up-to-date with the answers.

## ***2.2 What do I do if my email is already used with an existing A&A account?***

It is OK to use the existing A&A account for the reporting.iowa.gov application – just log-in to the system as instructed. If you cannot remember your account ID or password for the existing account, follow the steps outlined below:

1. From the reporting.iowa.gov web site, click the “Sign In” button. This brings you to Enterprise A&A, which provides authentication and authorization services for the reporting.iowa.gov centralized reporting application.
2. Click the “Forgot ID” link – see [Figure 3](#)
3. Type in your email in the box provided.
4. Click the “Retrieve A&A Id” button.
5. An email reminder will be sent to the email you entered with the Account ID.

After you have received the email reminder, click the “Forgot Password” link, then follow the steps below:

1. Type your account ID in the box provided.
2. Click the “Retrieve Password” button.
3. Answer the baseline identity questions.
4. Click the “Continue” button.
5. Enter and confirm your new password in boxes provided.
6. Click the “Save New Password” button.

If you need further assistance, contact the DAS-ITE Service Desk by email at [ITE.Servicedesk@iowa.gov](mailto:ITE.Servicedesk@iowa.gov) or phone at 515-281-5703 or 1-800-532-1174.

## ***2.3 What do I do if my email has changed?***

If you have an existing account and are assigned as the primary contact or alternate contact for awards currently in the system, the first thing you will need to do is log-in to the system and change the email on the awards for which you are a contact for. Once you have changed the email on the award or awards, you will no longer have access to the award until you change the email associated with you A&A account. You can

Enter your Account Id and password to sign into State of Iowa ARRA Website.

Account Id:

Password:

Take me to my Account Options after I Sign In.



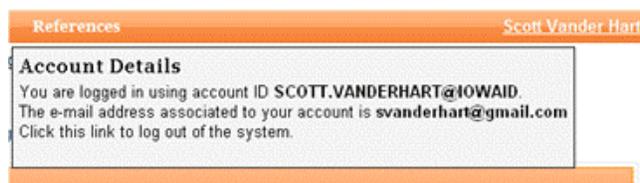
**Figure 5 – Sign in.** Checking the “Take me to my Account Options after I Sign In” gives you the ability to change the email tied to the account as well as change your password.

change the email on your A&A account by:

1. From the reporting.iowa.gov web site, please click the 'Sign In' button
2. Enter your account ID and password in the boxes provided.
3. Check the checkbox labeled "Take me to my Account Options after I Sign In," as shown [Figure 5](#).
4. Click the "Sign In" button.
5. In the "Change Account Details" section, change your email address to your work e-mail and re-enter it in the confirm email address textbox.
6. Click the 'Save' button.
7. After it is saved, click the "Continue" button next to "to State of Iowa ARRA Website."

## 2.4 What do I do if I can't see my Awards after I log-in?

If you are not able to view your awards, verify your email address on your A&A account matches the email address in the awards that are assigned to you (e.g. the email address at which you received your notification should match email address used on your A&A account). You can check the email associated with your account by hovering over your name, in the upper right hand corner. This will bring up a pop-up with your account details, as shown in [Figure 6](#).



**Figure 6 – Account Details Pop-up.** Hovering over your name (after you are logged in, gives you the account ID and email that are currently being used to access the system.

If your awards do not appear following log-in, more likely than not the two emails do not match and your account is associated with an old email. You will need to change your e-mail on your A&A account – see Subsection [2.3](#) for directions.

## 3 What are sub-awards and when do I need to create them?

Sub-awards provide information on recipients of I-JOBS funding, and identifies recipients who are required to report. They describe what the award is for, who the award is to, for how much the award is for, when the work related to the award will be started and completed, and where the work under the award will take place. This information is not likely to change while the award is open, and should be captured once at the time the award is executed. **Sub-awards need only be created in the system once, and can be updated as needed** (see Section [5](#)). A sub-award to a recipient must be created and entered into the system so that status reporting can be completed when:

1. Prime recipients or internal recipients have awarded, by way of a grant<sup>8</sup>, loan or contract, **\$5,000 or more** of I-JOBS funding to a sub-recipient (see definition in footnote [5](#)), internal recipient (see definition in footnote [4](#)), or vendor (see definition in footnote [6](#)); OR

<sup>8</sup> Grants include other types of financial assistance not otherwise identified.

2. Sub-recipients have provided funding, by way of a contract, purchase order, or some other financial transaction, to another sub-recipient (see definition in footnote 5) or vendor (see definition in footnote 6) and the total award amount is (or estimated total payments will be) equal to or greater than **\$15,000**; AND
3. The award **does not provide direct living or housing assistance to individuals** (i.e. home repair assistance, down payment assistance, interim mortgage assistance, subsidize rent or utility payments); AND
4. The award **does not provide direct assistance to individuals to plan, design and implement conservation practices on private lands** (i.e. contour buffer strips, constructed wetlands, filter strips, nutrient management and other recognized national or state conservation practice); AND
5. The award **does not exclusively purchase material goods** (i.e. construction materials (gravel, asphalt, lumber, etc.) and supplies, construction equipment, & office equipment).

Reporting is not required for sub-awards that provide direct living or housing assistance to individuals, provide assistance to individuals for conservation practices, or are exclusively for the purchase of material goods and involve no component for labor.

Sub-award information should be entered into [reporting.iowa.gov](http://reporting.iowa.gov) soon after agreements have been signed and executed by appropriate parties whether they are grants, loans or contracts.

#### **4 Who's responsible for reporting on sub-awards?**

Generally, a manager/executive within the organization receiving the sub-award, who is responsible for the work, services, and/or products to be delivered by the sub-award, is responsible for reporting implementation and status updates. This person should list a designee to serve as an alternate contact for their award to serve as a back-up in case they are absent during a crucial part of the reporting cycle.

However, the awarding organization may elect to report on behalf of the organizations they are awarding funding to. This is most often done when the awarding organization already has an existing data/reporting system set up to collect the required information. Where this is the case, the staff person assigned to report on behalf of the organization receiving the sub-award should be the same person responsible for monitoring the grant, contract or loan. The awarding organization should also clearly document where they obtain the information used for reporting purposes. If the awarding agency is manually entering data into [reporting.iowa.gov](http://reporting.iowa.gov), the staff person who submits reports on behalf of an organization receiving a sub-award, must not be the same person who approves those same reports.

The centralized reporting system is based on a delegation model, and state agencies and institutions are strongly encouraged to delegate reporting to those who are completing projects. This puts ownership of reporting on the organizations that receive the funding, and reduce the possibility of incorrectly transferring data from some other data source – whether it be a database or paper report.

## 5 How do I create sub-awards?

There are two different ways to set-up sub-awards in the centralized reporting application – both are done by starting in the “My Awards” tab of the Dashboard, see [Figure 7](#). The first is using the web form, which is the best approach when you have just two or three sub-awards to add. The second is using an XLS template and upload, which is ideal when you have multiple sub-awards you need to set up at one time.

### Reporting Dashboard

The dashboard is the page you will use to manage



**Figure 7 – Reporting Dashboard Tabs.** The Reporting Dashboard has two tabs. The Review/Approve tab is only visible to those who have set up sub-awards. The tab you are on is highlighted with orange text.

### 5.1 How do I create sub-awards using the web form?

1. Click the “Sub-awards” link in the “My Awards” tab of the Dashboard on the same row as the award you want to create sub-awards for, see [Figure 8](#).
2. On the sub-award page, click the “Create a new award” button in the bottom right hand corner of the sub-award table, see [Figure 9](#).

Award ID	Project Name	Award Amount	Current Report	Help
<a href="#">H391A090097</a>	IDEA Part B	\$122,095,134.00		<a href="#">sub-awards</a> <a href="#">report history</a>

**Figure 8 - Award in “My Awards.”** The “My Awards” Tab contains one row for each award that is currently open (i.e. has not filed a “final report.”). You are able to access the award detail form by clicking the Award ID. By clicking the Status Indicator (under Current Report column) you are able to access the report that requires completion. The envelope allows you to send an email to the contacts on your parent award. The “sub-awards” opens a page where sub-awards can be viewed, edited or created. Lastly, report history lists all of the reports filed for the specific award.

3. Complete web-form using instructions provided on form.
4. Click the “Save” button.
5. The system will send notifications to the contact and alternate contact of your sub-awards.

Award ID	Awarded To	Project Name	Award Amount	
<a href="#">09-CR-13</a>	City of Dubuque	Recovery Partners in Learning ...	\$186,201.00	<a href="#">sub-awards</a> <a href="#">reports</a> <a href="#">delete</a>
<a href="#">09-CR-08</a>	Department of Natura...	Recovery Keepers of the Land C...	\$646,377.00	<a href="#">sub-awards</a> <a href="#">reports</a> <a href="#">delete</a>
<a href="#">09-CF-17</a>	Habitat for Humanity...	Recovery Habitat for Humanity ...	\$328,644.00	<a href="#">sub-awards</a> <a href="#">reports</a> <a href="#">delete</a>

[Create a new Award](#)

**Figure 9 – Sub-Awards Table.** The sub-awards table allows you to edit the award details by clicking the Award ID link; create, edit, and delete sub-awards underneath these awards listed by clicking the “sub-awards” link; view reports related to the sub-award by clicking the “reports” link; delete the award by clicking the “delete” link; and add new sub-awards by clicking “Create a new Award” button. If there are more than 20 awards listed, you will be able to page through or do a keyword search using the search box.

## 5.2 How do I create sub-awards using XLS template and upload?

1. Click “Sub-awards” link in the “My Awards” tab of the Dashboard on the same row as the award you want to create sub-awards for, see [Figure 8](#).
2. On the sub-award page, click the “Download XLS” button, see [Figure 10](#).
3. Complete one row of information for each sub-award; make sure to copy “ParentAwardID” to all rows with data. You may reorganize columns. **However, don’t change or reformat names in column headings, or change the names on tabs.** Doing so will cause submittal problems. Please refer to the notes on the column headings for what to include in each cell. You may also refer to Section [26](#) for descriptions of the data elements.
4. Save file to hard drive. File name can be one of your choosing.
5. Below sub-awards table select and upload file (using the “Browse” and “Upload File” button).
6. After upload, a message at the top of the page will let you know if it was successful or if there are issues.
7. If you have items to correct on your spreadsheet, you can correct those on the spreadsheet – then re-upload the spreadsheet.
8. The system will send notifications to the contact and alternate contact of your sub-awards.

### Download Template

Click the button below to download an Excel file containing all of the awards listed above. This allows for updating or adding information on multiple awards at one time. Save the file to your computer to be uploaded when complete.



### Upload Awards

You can upload a modified version of the Excel file here. Click "browse" to find the file you saved, select the file, then click "upload file." Each Award row will be validated and added or updated based on the Award ID.



**Figure 10 – Sub-Award XLS Template.** On the sub-awards page, you are able to download and upload an XLS template to create or edit multiple sub awards at a time.

## 5.3 What data elements are required to create sub-awards?

The following information must be provided for each sub-award to set it up in the system:

1. Award ID
2. Parent Award ID (if using the XLS template, automatically provided in web form)
3. Award Date
4. Award Type
5. I-JOBS Funding (only for immediate sub-awards of prime or internal recipients)
6. Award Amount
7. Project Grant Period (start – end)
8. Project Name
9. Recipient Name
10. Recipient Type
11. Recipient Contact (e-mail)

See Section 26 for descriptions of the data elements. Other data elements required for sub-recipients, vendors and internal recipients can be provided at the time of set up if known. Otherwise, they will need to be completed by the recipient contact for the sub-award, as described below.

Once notification has been received the recipient contact for the sub-award should update the award details to ensure all information pertaining to the award is accurate and complete. Steps for completing or editing award details are provided in Section 6.

## 6 How do I edit or delete sub-awards?

### 6.1 How do I edit sub-awards?

Information on sub-awards may be edited by following the steps provided below.

1. Click the Award ID link in the “Review/Approve” tab of the Dashboard on the same row as the sub-awards you need to edit, see [Figure 11](#).

Award ID	Recipient Name	Project Name	Current Report	Navigation		
<a href="#">RIB1390018</a>	Adair-Casey	Grants to school districts for...	N → O → C → A	<<	1	>>
<a href="#">RIB1250027</a>	Adel DeSoto Minburn	Grants to school districts for...	N → O → C → A	<a href="#">edit</a>	<a href="#">delete</a>	<a href="#">history</a>
				<a href="#">request</a>		<a href="#">history</a>

**Figure 11 – Sub-Award Rows on “Review/Approve” tab.** The “Review/Approve tab of the Dashboard contains sub-awards that you are responsible for monitoring that are still open (i.e. have not filed a final report). From this tab, you are able to edit award details by clicking the Award ID link for the specific sub-award. You may also enter the current report, by clicking the status indicator. You are also to edit report requests by clicking the “edit” link, delete reports by clicking the “delete” link, and request reports for the sub-award by clicking the “request” link. The request link is only available when there are no reports for the award or the current report is in approved status. Previous reports for the award may be viewed by clicking the “history” link.

2. Edit information on the award details using instructions provided on form.
3. Click the “Save” button.

### 6.2 How do I delete sub-awards?

If you have mistakenly created a sub-award, and want it removed from the system, you can delete them by following the steps outlined below:

1. Click the “Sub-awards” link in the “My Awards” tab of the Dashboard on the same row as the award containing the sub-awards you need to delete to open the sub-award page, see [Figure 8](#).
2. On the sub-award page, click the “delete” link on the row of the sub-award you want to delete from the system, see [Figure 9](#) above.
3. Follow the instructions on the confirmation page. Please note: You will not be able to delete an award that has a report tied to it.

## 7 How do I complete or edit my award details?

You may verify, complete and edit award information by following the steps below:

1. Click the award ID associated with award you intend to edit in the “My Awards” tab of the Dashboard, see [Figure 8](#) above.
2. Complete web-form using instructions provided on form, and ensure all information is accurate and complete.
3. Click the “Save” button.

## 8 How do I download my award details?

You can download award details, and those related to your sub-awards, by following the steps outlined below:

1. From “My Awards” tab of the Dashboard, under the “Download” section, select “Awards” in the dropdown list.
2. If you also want to include the award details of sub-awards you are responsible for monitoring, check the “Include Sub-awards” checkbox, as shown in [Figure 12](#).
3. Click the “Download XLS” button.

**Download**  
Select the file you want, then Click the button below to download an Excel file.



**Figure 12 – Award details download.**  
You may download your award data with or without sub-award information.

## 9 How do I determine the place of performance for my award?

The place of performance (POP) is intended to reflect the area where the project funded by the specific sub-award is physically taking place. This will help associate the impact of I-JOBS – specific projects and work hours funded to a geographic location or area.

1. If there is a specific single location for where work is taking place, you may either enter the address or provide latitude and longitude coordinates for the location.
2. Recognizing that there may not be a single point where work is being done, recipients must associate the award to geographic areas/regions within the state. This should be done even if you have provided an address or coordinates. These areas/regions include: cities, counties, Area Education Agencies, Local Education Agencies (school districts), Council of Governments, Regional Transit Authorities, Area Agencies on Aging, Community Action Agencies, Judicial Districts, Drug Task Forces, local Community Empowerment areas, and Resource Conservation & Development areas. A keyword search is available to get the most applicable option.

## **10 When is the status report for my organization's award due?**

Recipients will be asked to report the status of their awards while their award remains open – see Section [19](#). Status reports includes information such as how much of the project funded has been completed, how much project funding has been expended through the end of the report period, and how many work hours occurred on the project within the report period. Report requests will be sent to the contact and alternate listed on the award in advance of the report deadlines. These requests will be initiated by the organization that funded your award, and will provide a date by which the report is due, and the amount they have disbursed to your organization since the beginning of your award/grant period. In the case of prime recipients, the Iowa Department of Management will initiate report requests.

## **11 How do I request reports for my organization's sub-awards?**

You will only request reports if you have awarded funding to another recipient, and were required to set up a sub-award (see Section [3](#)). You do not request reports for awards that previously submitted a Final Report (see Section [19](#)) – these will no longer be available in your Dashboard. Reports may be requested in the “Review/Approve” tab of the Dashboard. This tab is only available if your awards have sub-awards underneath them. If you have not set up sub-awards you need to set them up first by following the steps provided in Section [5](#). Report requests should be sent out early enough to ensure your sub-award recipients have adequate time to complete and submit reports. Report requests for sub-awards cannot be initiated until after the prime recipient reports have been requested.

There are two different ways to request reports – both of which are done within the “Review/Approve” tab of the dashboard. The first is using the web form, which is the best approach when you have just two or three sub-awards to request reports from. The second is using an XLS template and upload, which is ideal when you have multiple sub-awards you need to request reports from at one time.

### ***11.1 How do I request reports using the web form?***

1. In the “Review/Approve” tab of the Dashboard, click the “request” link on the same row as the sub-award you need a report for, see [Figure 11](#) above.
2. Complete web-form using instructions provided above the form. The due date for the report should be set after consulting [the reporting timeline](#).
3. Click the “Submit” button.
4. The system will send a notification and make the report available to the contact and alternate contact of the applicable sub-award.

### ***11.2 How do I request reports using XLS template and upload?***

1. In the “Review/Approve” tab of the Dashboard, filter sub-awards as necessary. Download will only contain the filtered data.
2. Select “Report Requests” in the drop down box in the download section, see below.

3. Click the “Download XLS” button, see [Figure 13](#). Please work from this XLS template, as it contains information to ensure reports are properly associated with the sub-award, and that the report is made available to the appropriate contact.
4. Complete one row of information for each sub-award. You may reorganize columns. **However, don’t change or reformat names in column headings, or change the names on tabs.** Doing so will cause submittal problems. Please refer to the notes on the column headings for what to include in each cell. You may also refer to Section [27](#) for more information.

The due dates for the reports should be set after consulting [the reporting timeline](#).

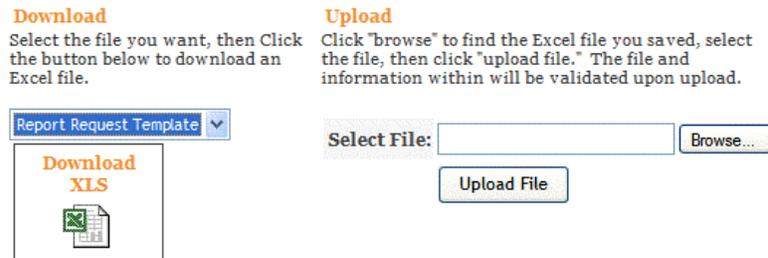


Figure 13 – Download & Upload Sections on Review/Approve Tab.

5. Save file to hard drive. File name can be one of your choosing.
6. Upload file (using the “Upload File” button) on the “Review/Approve” tab of the Dashboard, as shown in [Figure 13](#).
7. The system will send notifications and make reports available to the contact and alternate contact of your sub-awards.

## 12 How do I edit or delete report requests?

Report requests can be edited in the “Review/Approve” tab of the Dashboard in a couple of different ways. The first is using the web form, which is the best approach if you have two or three report requests to edit. The second is using an XLS template and upload, which is ideal where multiple report requests are in need of corrections.

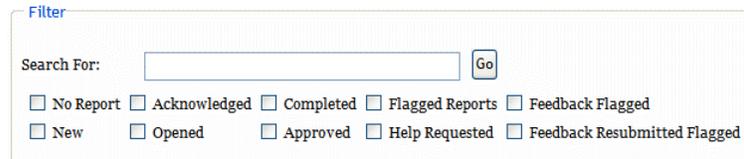
### 12.1 How do I edit report requests using the web form?

1. Click the “Edit” link in the “Review/Approve” tab of the Dashboard on the same row as the report request you need to edit – the “Edit” link is not available on approved reports, see [Figure 11](#) above.
2. Edit the contents of the web-form.
3. Click the “Submit” button.
4. The system will re-send a notification to the contact and alternate contact of the applicable sub-award.

### 12.2 How do I edit report requests using XLS template and upload?

1. In the “Review/Approve” tab of the Dashboard, filter sub-awards as necessary. Download will only contain the filtered data, see [Figure 14](#).

2. Select “Report Request Template” in the drop down box in the download section, as shown in [Figure 13](#) above.
3. Click the “Download XLS” button at the bottom. Please work from this XLS template, as it contains information to ensure reports are properly associated with the sub-award, and that the report is made available to the appropriate contact.
4. Delete rows associated with report requests that do not require changes.
5. Edit the contents on rows associated with report requests you need to modify. You may reorganize columns. **However, don’t change or reformat names in column headings, or change the names on tabs.** Doing so will cause submittal problems. Please refer to the notes on the column headings for what to include in each cell. You may also refer to [Section 27](#) for more information.
6. Save file to hard drive. File name can be one of your choosing.
7. On “Review/Approve” tab select and upload file (using the “Browse” and “Upload File” button), as shown in [Figure 13](#) above.
8. The system will re-send a notification to the contact and alternate contact of the applicable sub-award.



**Figure 14 – Filtering in “Review/Approve” tab of Dashboard.** If reviewers have over 20 sub-awards they are responsible for monitoring, filtering the list will present a more manageable number to look at. The list can be filtered by: using a keyword search, checking report status of the current report (or by whether an award has a report) and/or by various flagged conditions.

### 12.3 How do I delete report requests?

Reports can be deleted by the person initiating the report for the sub-award (contact or alternate contact of the parent award) if needed by following the steps outlined below:

1. Click the “delete” link in the “Review/Approve” tab of the Dashboard on the same row as the report request you need to delete, see [Figure 11](#) above.
2. Confirm that you want to delete the specific report.
3. Click the “delete” button.

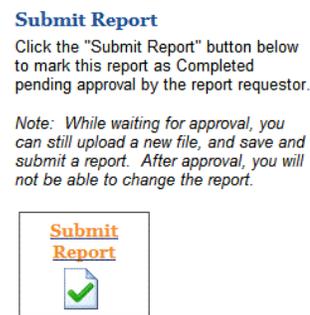
## 13 How do I complete my status report?

Once you have received a report request for the awards you are responsible for reporting on, you may complete the “current report” for the awards you are responsible for. If you have not received a request to complete a report, you should contact your awarding agency to have them initiate the reporting process. You can do this from the “My Awards” tab of the Dashboard by clicking the envelope icon on the row of the award that does not have a current report associated to it.

Reports for your awards can be completed in a couple of different ways – both within the “My Awards” tab of the Dashboard. The first is using the web form, which is the best approach if you have a small number of reports to complete. The second is using an XLS template and upload, which is ideal where multiple reports are in need of completion.

### ***13.1 How do I complete my status report using the web form?***

1. In the “My Awards” tab, click the status indicator under the Column “Current Report” on the same row as award you need to report for, see [Figure 8](#) above.  
This will send you to the report page.
2. Complete web-form using instructions provided on the form. You may also refer to Section [28](#), for more information.
3. Click the “Save Report” button, which is available at the top and bottom of the report page.
4. After saving the report, a message at the top of the page will let you know if it was successful or if there were issues.
5. If you have items to correct, make necessary corrections on the web form – then click the “Save Report” again. If no items require correction, proceed to step 6.
6. Re-enter the report, as described in Step 1.
7. Review the data on the page to ensure it is accurate, and then click the “Submit Report” button at the bottom of the report page. The “Submit Report” button will not be available until a report has been saved in the system – see [Figure 15](#).
8. You may need to complete or correct information on your award details (see Section [7](#)) before you are able to submit your report. If your award details need editing, complete edits and repeat steps 6 & 7. Additionally, you will not be able to “submit” your report for the following reasons:
  - a. You have sub-award reports (if applicable) that have not been either approved or marked incomplete; and
  - b. You have sub-awards (if applicable) that do not have a current report or a final report from a previous report cycle. If either of these situations exists, see Sections [22](#) and [23](#) to address – then return to step 6.
9. On reports for prime recipient awards, if validation flags exist, reporters will be taken to a “Flagged Reports” page where all validation messages will be presented. If these flags do not require corrections, you may click “continue” button to complete report submittal. If they require corrections, click “cancel” button to return to the report page, and repeat steps 5 - 8.
10. Once the report has been submitted, it will be made available to the person responsible for review and approval. Corrections can be made to the report at anytime by repeating steps 1-7 until it has been approved – indicated by an “A” under “Current Report.” If it has been approved, refer to the Subsection [25.2](#) on how to make corrections.



**Figure 15 – Submit Report.** The “Submit Report” button is only available when reports are in “Open” status.

## 13.2 How do I complete my status report using XLS template and upload?

1. On the “My Awards” tab of the Dashboard, select “Report Template” in the dropdown box under downloads, as shown in [Figure 16](#).
2. Click the “Download XLS.”
3. Save file to hard drive, or a shared directory where it can be shared with staff person to complete the report. File name can be one of your choosing. All the reports you are responsible for completing on will be contained in this file.

4. Provide data for each report (one per row) contained in the spreadsheet. You may reorganize columns. However, **don't change or reformat names in column headings, or change the names on**

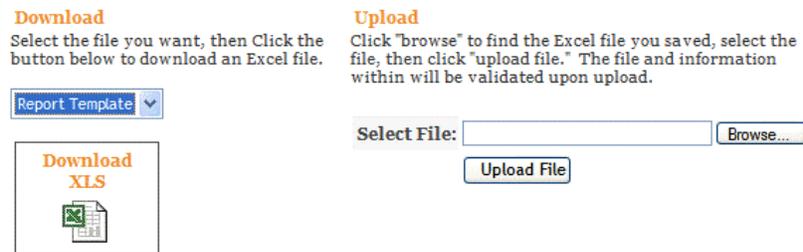


Figure 16 - Download & Upload Section on “My Awards” tab.

**tabs.** Doing so will cause submittal problems. Complete required data on each tab, please refer to the notes on the column headings for what to include in each cell:

- a. Complete “RecipientReports” tab of spreadsheet (see Section [28](#), to identify those you have to complete. Most sub-awards will only need to complete white columns).
- b. Complete “EmployeeResidency” tab of the spreadsheet for an award if you are a vendor.
- c. Complete the “JobCreationItems” tab of the spreadsheet if you have directly funded work hours of staff on your organization’s payroll (see Section [15](#)), and/or if you are estimating work hours for small sub-awards (awards to individual recipients or organizations that are below the thresholds listed in Section [3](#)). You need to group your job data by Standard Occupational Classifications (SOC) Minor groups<sup>9</sup>. If you have different types of positions (i.e. different SOC Minor groups) funded you will need to create another row, and copy the Report ID of the appropriate report to that row. SOC information can be found on our [reference data page](#) (you will need to be logged in to access it.). You can use the keyword search to find the most appropriate occupational group, make sure you use the second number provided (e.g. 25-1000). If you have not directly funded hours for a specific award, leave cells null. Default values are provided

<sup>9</sup> Standard Occupational Classification (SOC) system is used to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition. To facilitate classification, occupations are combined to form 23 major groups, 96 minor groups, and 449 broad occupations. Each broad occupation includes detailed occupation(s) requiring similar job duties, skills, education, or experience. For I-JOBS reporting purposes, the minor group level is used for categorization.

for work start and end dates. However, these dates should be changed to reflect the date work started (i.e. the beginning of the quarter or the first pay period where funds were used to compensate employees), and date the work ended (i.e. end of the last pay period where funds were used to compensate employees, or the report period end date). If you are providing a small sub-award estimate, in the description field you should type the number of projects included in the estimate for the quarter along with a concise explanation for how the estimate was derived. You should also indicate “Yes” for the small sub-award field.

5. Once the file is complete, you can select and upload the file (using the “Browse” and “Upload File” button) at the bottom of the “My Awards” tab of the Dashboard, as shown in [Figure 16](#).
6. After upload, a message at the top of the page will let you know if it was successful or if there are issues.
7. If you have items to correct on your spreadsheet, you can correct those on the spreadsheet then re-upload the spreadsheet, or complete those requiring corrections using the web form as described above. If no items require correction, proceed to step 8.
8. In the “My Awards” tab, after you upload your report data, you can click the status indicator under the Column “Current Report” on the same row as the award report you need to review (this will open the report page), review the data on the page to ensure it is accurate, and then click the “Submit Report” button at the bottom of the page, as shown in [Figure 15](#) above. The “Submit Report” button is only available for reports that have been saved in the system.
9. You may need to complete or correct information on your award details (see [Section 7](#)) before you are able to submit your report. If your award details need editing, complete edits and repeat step 8. Additionally, you will not be able to “submit” your report for the following reasons:
  - a. You have sub-award reports (if applicable) that have not been either approved or marked incomplete; and
  - b. You have sub-awards (if applicable) that do not have a current report or a final report from a previous report cycle. If either of these situations exists, see [Sections 22](#) and [23](#) to address – then return to step 8.
10. On reports for prime recipient awards, if validation flags exist, reporters will be taken to a “Flagged Reports” page where all validation messages will be presented. If these flags do not require corrections, you may click “continue” button to complete report submittal. If they require corrections, click “cancel” button to return to the report page, and repeat steps 7 - 9.
11. Once the report has been submitted, it will be made available to the person responsible for review and approval. Corrections can be made to the report at anytime by following web form steps 1-6 described above until it has been approved – indicated by an “A” under “Current Report.” If it has been approved, refer to the [Subsection 25.2](#) on how to make corrections.

## **14 Which data elements are for the report period, and which are cumulative?**

The only reporting data elements that are reported for the report period are the fields associated with the job creation and retention data – SOC Minor, Description, Work Start Date, Work End Date, and Hours Worked. All other reporting data elements are cumulative in nature, and reflect the status through the report period end date.

## **15 Am I required to provide employee residency information?**

All vendors, which exceed the thresholds in Section 3, are required to provide residency information on their employees who had worked or are working on the project. We need at least one report filed with this information before award can be closed for reporting purposes. Residency for the top executive at the location receiving the award should be entered as part of the recipient information on your award. Residency information for employees is provided as part of your status report. Reporters will need to enter a state, and then list the number of employees residing in that specific state.

Vendors who are general contractors should report employee residency data for their sub-contractors on their report unless sub-awards are created and reported on for the sub-contractors on the project.

## **16 Do I have to report job information?**

State agencies and institutions appropriated funding within the I-JOBS Initiative are expected to directly and comprehensively collect all job information from recipients on projects benefiting in whole or in part from I-JOBS funding.

Job information is not required on your report when project funds:

1. Were not used to compensate employees of your organization during the reporting period; or
2. Were for the purchase of standard products typically part of your existing inventory and available at time of purchase.

Job information must be reported at the level it occurred (e.g. school districts), and should not be aggregated and reported at a higher level (e.g. Department of Education). Job information will be rolled up in the system (see Section 18), doing this on your own will result in us overstating the job impact. Reports for any given award should only contain job information related to the organization receiving the award. Additionally, if job information is not reported at the level it occurred it may not be reflected in the most appropriate geographical location. The exception to this would be for:

1. Prime recipients and internal recipients who are estimating work hours for recipients of funding who are below the thresholds established in Section 3 (e.g. from small sub-awards, not captured in the reporting system); and

2. Vendors who are general contractors and reporting on behalf of their sub-contractors. Where this is the case, they should report job information for their sub-contractors on their report unless sub-awards are created and reported on for the sub-contractors on the project.

## **17 How do I determine the reported work hours?**

Reported work hours are either reported directly by recipients of sub-awards, or estimated by prime recipients and internal recipients where sub-awards are below thresholds established in Section [3](#).

### ***17.1 How do I report work hours for my organization's award?***

The number of hours worked reported should be those associated with the project or projects funded in part or in whole by your award. This should be for the entire project or projects supported by your I-JOBS award; not just the portion funded by I-JOBS. You can determine reported work hours by following the steps provided below:

1. Identify pay periods included in the reported period – please note all pay periods must end within the applicable reported period, or the date range for which work hours are based – must be exclusive to the reported period (see also Subsections [28.11](#) and [28.12](#));
2. Verify employees assigned to the project or projects related to your award within each Standard Occupational Classification –minor group (SOC) (or more specific grouping) for the applicable reported period;
3. Determine the total work hours (and approved paid leave)<sup>10</sup> for each employee identified in step 2 during the reported period by either:
  - a. summing work hours (and approved paid leave hours) from each pay period identified in step 1; or
  - b. counting the total days of service (as defined in employee contracts) for the employee within the timeframe identified in step 1 then multiplying total days of service by eight;
4. If an employee is not on the funded project or program full-time and the proportion is not already identified by use of time codes, then multiply the employee's work hours by the percentage of time they spend on the project(s) listed on the award (e.g. If an employee spends half of their time on the project(s) listed on the award, then their total work hours should be multiplied by 0.5); and
5. Sum the work hours of employees (determined in steps 3 & 4) within each SOC minor group (or more specific grouping) to report the total within the reported grouping.

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<sup>10</sup> Hours should be reported within the period they are worked, and not the period in which they are reimbursed.

## ***17.2 How do I estimate work hours for small sub-awards?***

If you are a prime recipient or internal recipient and are reporting estimates for your small sub-awards (i.e. those below the required thresholds outlined in Section 3), you must list the number of small sub-awards included in the estimate for the reporting period in the job description field along with the name of methodology used if more than one is used (e.g. different methodologies for different types of projects). You must also outline the specific methodologies used to estimate work hours in the project status description of your report. The estimate should only be for work done within the report period, and must still be organized using SOC minor groups. A job record should be created for each different methodology used.

## **18 How are FTE's calculated in the reporting system?**

Full-Time Equivalents (FTE) are calculated for each job record reported in an award's status report using a denominator based on 2,080 hour full time schedule for a year, and is calculated as follows:  $FTE = \text{Reported Work Hours} / (173.34 \text{ hours} \times \text{number of months in reporting period})$ . The total FTE for the report is the sum of the FTE calculated for each job record. FTE is rolled up in the system to show the total for given report, the sum of all sub-awards underneath that specific award, and then the sum of the two. Because of this, it is important to only report hours worked for your organization (e.g. do not report the hours worked for your sub-awards who are also filing a report) – otherwise you will contribute to the double counting of FTE.

## **19 When do I mark my report as final?**

Reports may be marked as a final report under the following conditions:

1. All I-JOBS funds have been expended, and project(s) supported by award is deemed complete by the awarding agency or organization;
2. All sub-awards underneath the award have already submitted a final report either in the current report period or a prior report period; and
3. Project status is complete (i.e. 100%).

Reports may also be marked complete if the award has been terminated or cancelled. Vendors must have one report filed with employee residency information before a report is marked final.

***Once a report has been marked final, the award will not be available in the reporting dashboard during future reporting cycles.***

## **20 I still have questions, who do I go to for answers?**

Any questions you have should be directed to your awarding agency contact. You can do this from the "My Awards" tab of the Dashboard by clicking the envelope icon on the row of the award for which you

have a question, as shown in [Figure 8](#) above. This will send an email to the appropriate person. You can also use the email form provided on the report page. The report page is accessible by clicking the status indicator under the Column “Current Report” for the particular award you have a question about.

If your awarding agency contact is unable to answer the question posed, he or she may escalate it to their awarding agency contact (if they are not a state agency or institution), or to The Iowa Department of Management (if they are a state agency or institution). The Iowa Department of Management and/or the Iowa Department of Administrative Services, Information Technology Enterprise will respond to questions that state agencies or institutions are unable to respond to internally.

## **21 Who can access and edit information on my awards and reports?**

Generally access to award and report information for editing purposes is limited to the contact and alternate contact of the award. Authentication and authorization for the reporting.iowa.gov centralized reporting application is based on unique emails. Log-in is compared to emails listed as contact and alternate contact on each award for access control. The contacts for your awarding agency also have the ability to modify data elements associated with your award details and reports as necessary.

If you are unable to access or edit your awards or reports, please see the directions provided Section [2](#).

## **22 How do I review reported information for completeness and accuracy?**

Ensuring the information in the system is complete and accurate is critical to ensuring Iowa has quality data to present to lowans. You will only review reported information if you have awarded funding to another organization, and have requested reports from them (see Section [11](#)).

Reports will be made available for your review and approval once the person providing the requested report has clicked the “Submit Report” button. You will receive an e-mail notification once a report has been submitted for your review and approval. You can review and approve reports by following the steps below:

1. From the “Review/Approve” tab of the dashboard, click the status indicator under the Column “Current Report” on the same row as the report you are interested in looking at. You will only need to review those where “C” is highlighted (this indicates the report is complete and ready for your review). If you have a lot of reports to review, you can filter the list for those that are “Completed.” You may also want to further filter those reports that are flagged. A report is flagged if it did not meet certain system business rules (see Sections [26](#), [27](#) & [28](#)).
2. Review the data on the report to ensure the information’s accuracy seems reasonable. The system has a number of data validations and business rules established to help ensure data provided is complete and accurate (see Sections [26](#), [27](#) & [28](#)). Your agency should outline data

quality checks/protocols being implemented outside of the controls and data validations internal to the centralized reporting system. As a reviewer, it is your responsibility to:

- a. Review flags and ensure the data provided is accurate;
  - b. Ensure the project status description is reasonable and consistent with the other information provided and allowable uses of funding provided;
  - c. Submit follow-up questions regarding the information provided to reporters; and
  - d. Ensure your questions have been adequately answered.
3. If the data seems reasonable, and nothing has been flagged, then you should click the “Approve Report” button at the bottom of the report screen, as shown in [Figure 17](#). Notification will be sent to the contact and alternate contact of the sub-award for whose report you just approved.
  4. If the report is a final report, you will be required to confirm it is a final report. Please review the information in Section [19](#).
  5. If some of the information provided seems questionable, you are able to send feedback on the report, by completing the email form provided in the right hand corner of the screen. This will send an email to the individual(s) responsible for submitting the report. Your comment will also be tied to the report for future reference. Request that the reporter submit any response via the system (on the report page), so that it is tied to the report for future review. The reporter can make corrections to the report at any time until the report has been approved.
  6. Once the report has been corrected, or questionable information has been explained, then click the “Approve” button at the bottom of the report screen. Notification will be sent to the contact and alternate contact of the sub-award for whose report you just approved.

**Approve Report**

Click the button below if the information contained in the report is complete and accurate.



**Figure 17 – Approve Report & Incomplete Approve Report Buttons.**  
The approve report buttons are only available once reporters have submitted their reports for review.

You can download reported data for the sub-awards you are responsible for monitoring by following the steps outlined below:

1. From the “Review/Approve” tab of the Dashboard, filter sub-awards as desired – see [Figure 14](#).
2. Under the “Download” heading, select “Reported Data” in the dropdown list – see [Figure 13](#).
3. Click the “Download XLS” button.

## 23 What do I do if a recipient of a sub-award does not report?

In cases where a recipient has not reported, you should attempt to complete the report on their behalf. This will allow for the most complete set of information possible. To complete a report on behalf of a sub-award, you should follow the steps provided below:

1. Enter the “Review/Approve” tab of your dashboard.
2. Review the reports that are not in Approved status. In most cases, these reports will still be marked as “New.” If it is marked as “Open,” they have actually saved data to the database, and may have forgotten to submit their report. If this is the case, you should confirm that that report is complete, and ask them to log-in to the system, and re-enter the report to submit it. You can then complete the steps outlined in Section [22](#). If the status indicator is grayed out, you will need to request a report by following the steps outlined in Section [11](#). Otherwise, continue to step 3.
3. Click the status indicator under the Column “Current Report” on the same row as the report you are interested in completing.
4. Update any information you are able to. You may have gathered some of this information from other sources, or obtained it by calling the recipient of the funding. If you are unable to obtain updated job information, delete any job records, by clicking the X in the red circle on each row, as this information relates to the previous quarter.
5. Click the “Save Report” button, which is available at the top and bottom of the report page – this will retain the financial information provided in the previous report submitted or will contain zeros if no other report was previously filed – unless you were able to update them. The Total Award Disbursed will reflect the value contained on the report request.
6. After the report is saved, the system will send you back out to the dashboard. You will need to re-enter the report as described in step 3 in order to submit the report. You may submit the report by clicking the “Submit Report” button on the lower left hand corner of the report page.
7. If you receive the following message “All Sub-Award reports must be Approved or Incomplete Approved before submitting this report” after clicking the “Submit Report” button, you will need to return to the “Review/Approve” tab of your dashboard, then click the “dashboard” link on the line of the sub-award report you were attempting to complete. This will provide a view of all current reports for their children awards (i.e. their sub-awards). If any of those have reports that are not in approved status, follow steps 2 – 8 outlined in this section for any that have not been approved. If any of the current status indicator bars are grayed out, you will need to request a report first by clicking the “request” link before completing steps 2 – 8. Once these reports are marked Approved or Incomplete Approved, then repeat step 6, for the immediate sub-award report you were attempting to complete.
8. After the report is submitted, the system will send you back out to the dashboard. You will need to re-enter the report as described in step 3 in order to approve the report or approve the report as incomplete. If you were able to obtain all required data elements, then click the “Approve Report” button. Otherwise, you should mark the report as incomplete by clicking the

“Incomplete Approve Report” button on the lower central part of the page next to the email form, as shown in [Figure 17](#).

9. If the report was marked as “Incomplete,” you should work with the recipient to correct the report, as described in [Section 25](#).

## 24 What is the bulk approval upload, and how do I use it?

The bulk approval upload allows state agency officials to report on behalf of their sub-recipients if they already had a reporting process in place. This allows them to bypass the reporting workflow in place for submitting and reviewing reports. This is a special privilege and must be requested from the [Department of Management](#). Follow the steps below to utilize the bulk upload process:

1. From your Review & Approve tab of the Dashboard, download Reported Data. This will provide you with last quarter’s data to start with. If you are reporting for multiple levels, your account email will need to be on the parent awards for those you intend to report for. Please note that when using the bulk upload even gray columns will read into the system.
2. Add Award IDs for awards created since the previous status report.
3. Change Report IDs to “0” on all three tabs. New Report IDs are established when the file is uploaded in the same manner as report requests. These report IDs must be entered on all three tabs for the corresponding parent award ID.
4. Change the Reporting Period End Date to reflect the current report period.
5. Clear the Approval Date.
6. Change the Due Date to reflect today’s date.
7. Edit and add information as required.
8. Save the file to your hard drive or shared directory. You can name it anything you would like. It is not necessary to close the file.
9. From the Review & Approve tab, upload saved file, check “Bulk upload with verification before approval,” then click “Upload File” button. PLEASE NOTE: the system runs validations on the file, so if you are uploading many reports, it may take some time.
10. After the system has processed the file, you will receive a list of errors that must be corrected. Correct the appropriate reports (rows) on your saved file, and return to Step 8.
11. If your file has no errors, you will receive a list of validation warnings. Correct appropriate reports (rows) on your saved file if necessary by clicking the “cancel” button, and returning to Step 9. If corrections are not required, then click the “continue” button.
12. If you have final reports in your saved file, you will have to confirm they are final by checking the box next to the listed award. If any of the listed awards are not final, then click the “cancel” button, make the correction on your saved file and return to Step 8. If all awards are confirmed as final, then click the “confirm” button.
13. Compare your saved file to the summary information provided on the bulk verify page. You can do this by summing the appropriate columns in your saved file. If corrections are required, click

- the “cancel” button, make the corrections on your saved file, and return to Step 8. If no corrections are required, then click the “Submit Bulk Upload Reports for Approval” button.
14. You’ll receive a message at the top of the page indicating that the reports were approved.

## **25 How do I correct or modify a report?**

The approach in correcting or modifying a report depends on whether or not it has been approved, or whether is associated with the current report period. Subsection [25.1](#) outlines the process for reports that have not been approved by your awarding organization and [25.2](#) apply to those reports already approved. Please review [25.3](#) if you need to correct a historical report. Those utilizing the bulk approval process should refer to [25.4](#).

### ***25.1 How do I correct or modify a report I just submitted?***

Corrections can be made to your report at anytime if the current report is still in “C” or “completed” status. Follow the steps below:

1. Follow the steps for completing a report, as outlined in Subsection [13.1](#) – the web form is best approach for correcting a single report.
2. The report will then need to be reviewed and approved as described in Section [22](#).

### ***25.2 How do I correct or modify a current report that has been approved?***

Before you can modify the report, you need to request the report be “un-approved.” This is done using the following steps:

1. From the “My Awards” tab of the Dashboard, click the envelope on the row of the report you need to correct.
2. Complete the email form indicating that you need to make a correction to your report. Explain what you need to modify.

The person at your awarding organization would need to do the following steps:

1. From the “Review/Approve” tab of the dashboard, click the status indicator under the Column “Current Report” on the same row as the report you need to un-approve. If you have more than 20 sub-awards you may need to page through the sub-awards, or use the key word search to find the sub-award you need to un-approve a report for. You can also filter the list for those in “A” or approved status.
2. Click the “Un-Approve Report” button at the bottom of the page.
3. The system will send a notification and make the report available to the contact and alternate contact of the sub-award.

Once the notification has been received, the report may be modified as described Subsection [25.1](#).

### ***25.3 How do I correct historical reports (i.e. from previous period)?***

Corrections to historical reports should be reserved for times where the report is either incomplete, or where substantive changes need to be made.

If you are aware that one of your reports requires corrections, you will need to contact your awarding agency to have them un-approve your report.

1. From the “My Awards” tab of the Dashboard, click the envelope on the row of the award you need to correct a historical report for.
2. Complete the email form indicating that you need to make a correction to your report. Explain what you need to modify, and which report requires modification.

Your awarding agency will need to take the following steps to open the report up for changes, once they receive your request, or if they identify a needed correction:

1. From the “Review/Approve” tab of the dashboard, click the “history” link on the line of the award with a report requiring correction.
2. In the report listing for the award, click the “enter” link for the report requiring correction.
3. On the report, click the “Un-approve Report” button in the lower left hand corner.

Once the report is un-approved, it is open for you to make changes. You will need to edit the report by following the steps below:

1. On the “My Awards” tab of your dashboard, click the “report history” link on the line of the award with a report requiring correction.
2. In the report listing for the award, click the “enter” link for the report requiring correction (it will be in open status).
3. Once in the report, change the necessary data elements on the report, and click the “save report” button at the top or bottom of the report page.
4. Once the report has been saved, repeat steps 1 & 2 to access the report.
5. On the report, click the “Submit Report” button in the lower left hand corner.

Once the report has been submitted, your report’s reviewer will need to follow the steps below to approve the report:

1. From the “Review/Approve” tab of their dashboard, click the “history” link on the line of the award whose report was corrected.
2. In the report listing for the award, click the “enter” link for the report just corrected (it will be in completed status).
3. On the report, click the “Approve Report” button centered toward the bottom of the page.

## ***25.4 How do I correct reports using the bulk approval process?***

The process for updating reports is very similar to process outlined in Section [24](#) – with a few exceptions. It is not necessary to un-approve reports, just follow the steps provided below:

1. From your Review & Approve tab of the Dashboard, download Reported Data. Please note that when using the bulk upload even gray columns will read into the system.
2. Clear the Approval Date.
3. Change the Due Date to reflect today's date.
4. Edit information as required.
5. Save the file to your hard drive or shared directory. You can name it anything you would like. It is not necessary to close the file.
6. From the Review & Approve tab, upload saved file, check "Bulk upload with verification before approval," then click "Upload File" button. PLEASE NOTE: the system runs validations on the file, so if you are uploading many reports, it may take some time.
7. After the system has processed the file, you will receive a list of errors that must be corrected. Correct the appropriate reports (rows) on your saved file, and return to Step 6.
8. If your file has no errors, you will receive a list of validation warnings. Correct appropriate reports (rows) on your saved file if necessary by clicking the "cancel" button, and returning to Step 6. If corrections are not required, then click the "continue" button.
9. If you have final reports in your saved file, you will have to confirm they are final by checking the box next to the listed award. If any of the listed awards are not final, then click the "cancel" button, make the correction on your saved file and return to Step 6. If all awards are confirmed as final, then click the "confirm" button.
10. Compare your saved file to the summary information provided on the bulk verify page. You can do this by summing the appropriate columns in you saved file. If corrections are required, click the "cancel" button, make the corrections on your saved file, and return to Step 6. If no corrections are required, then click the "Submit Bulk Upload Reports for Approval" button.
11. You'll receive a message at the top of the page indicating that the reports were approved.

The process for correcting historical reports is virtually the same. However, you will not be able to download reported data in the same way as described in Step 1, as it will give you the most recent period reported. We would recommend after you complete the bulk approval process for the first time any given report period, that you download the reported data file available through your Review & Approve tab of the Dashboard, name the file (suggest including the report period end date), and save it to your hard drive or some shared directory. This will make a file with the appropriate report IDs to be available in case there is the need to make corrections in the future.

## 26 Award Details Definitions & Business Rules

Award Details data elements are one-time data elements that are entered into the database upon execution of a grant, loan or contract to a sub-recipient or vendor. This section provides definitions on data elements that require user input. For definitions of Recipient Types, please refer to Subsection [26.17](#).

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
<b>Basic Award Information</b>					
26.1 Award ID	Unique identifier for the Award.	Parent Award ID plus department number or org number.	The contract, grant or loan number assigned by the awarding organization.		Value entered must be unique among all awards. This value can only be set by the recipient contact or alternate contact of the parent award.
26.2 Parent Award ID	NA		Derived from the Award ID of the parent award. User association may be required in Excel templates, as Parent Award ID is only provided on first row.		Value must be an Award ID in the system.

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
26.3 I-JOBS Program	This field is used to categorize grants the broad I-JOB Program areas.	NA	NA	NA	This value can only be set and edited by the system admin.
26.4 Award Type	NA	This specifies the type of award. "G" = Grant, "C" = Contract, "L" = Loan, "X" = Combined – Grant/Loan, or "I" = Internal transfer. Other types of financial assistance not specifically identified above should be reported under the award type of Grant. Internal transfer is only applicable to internal recipients.			This value can only be set by the recipient contact or alternate contact of the parent award.
26.5 I-JOBS Funding	NA	This should reflect the amount of I-JOBS funding included in the award amount.			Only applicable to immediate sub-awards of prime or internal recipients. I-JOBS Funding must be greater than zero on applicable awards.
26.6 Other Non-state Funding	NA	This should reflect the amount of federal funding, private gifts and donations included in the award amount.			
26.7 Other State Funding	NA	This should reflect the amount of other state funding included in the award amount.			

Data Elements	Definition by Recipient Type			Business Rules	
	Prime Recipient	Internal Recipient	Sub-Recipient		Vendor
26.8 Award Amount	Reflects the I-JOBS appropriation to the specific program.	<p>This should reflect the total amount authorized in grant award documents, total face value of a loan, or total amount obligated in a contract.</p> <p>For internal recipients, this is the amount specified in an interagency agreement, or budgeted if reflecting a sub-unit of any recipient.</p>			<p>This value can only be set by the recipient contact or alternate contact of the parent award.</p> <p>For immediate sub-awards of prime or internal recipients, must be equal to the sum of I-JOBS Funding, Federal Funding and Other State Funding</p> <p>Can only be \$0 where Fixed Amount is "N;" and I-JOBS funding is not required, subsequently updated to equal Total Award Disbursed.</p>

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
26.9 Fixed Amount	NA	NA	NA	This is a flag to indicate whether or not the award amount is subject to change.	Default to "Yes." This value can only be set by the recipient contact or alternate contact of the parent award. Only applicable to vendors under sub-recipients or vendors.
26.10 Award Date	NA	Enter the date of award as provided on the award documentation. For internal transfers, this could be the beginning of the fiscal year.			This value can only be set by the recipient contact or alternate contact of the parent award.

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	
26.11 Cancelled Date	Optional field indicating date in which funding was re-appropriated to another area.	Optional field documenting the date the award was cancelled or terminated without fulfilling contract, grant or loan conditions.		If a date is entered, then the next report should be marked as a final report - regardless of project status. This value can only be set by the recipient contact or alternate contact of the parent award.
<b>Project Information</b>				
26.12 Project Name	Short name for the project or program funded.			
26.13 Project Description	A brief narrative description of the program, project or service. The description should highlight the program, project or service's overall purpose and expected results. The purpose and results may be stated in broad terms if a program covers a broad array of projects. Significant or key deliverables and, if appropriate, units of measures should be outlined.		A description of the product and/or service provided by the vendor.	Narrative should contain more than 25 characters.

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	
26.14 Project Grant Period Start	NA	The date on which the awarded project, or groups of projects may begin, as set forth in the award document, or internal budget document where appropriate.		This value can only be set by the recipient contact or alternate contact of the parent award.
26.15 Project Grant Period End	NA	The date on which the awarded project, or groups of projects may end, as set forth in the award document or internal budget document where appropriate.		Date must be after the Project Grant Start Period. This value can only be set by the recipient contact or alternate contact of the parent award.

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
26.16 Main Project	Main Project indicates whether or not the award listed is the main or primary project funded by I-JOBS. It is what is used to count number of projects supported by I-JOBS.				If an award is indicated to be the main project by checking the box, then any award lower in the chain cannot be designated as the main project.
<b>Recipient Information</b>					
26.17 Recipient Type	<p>Selection of recipient type. "P" for prime recipient, an "I" for internal, an "S" for sub-recipient, or "V" for vendor. Recipient types, as defined below:</p> <ol style="list-style-type: none"> <li>1) Prime recipients are administering agencies or state agencies directly appropriated funding within the I-JOBS initiative.</li> <li>2) Internal recipients are state agencies or sub-units of the prime recipient who receive an award or transfer of funds from the prime recipient due to having administrative and/or management responsibilities for the funded project.</li> <li>3) Sub-recipients are any non-state public agencies, non-profit organizations or individuals who receive funding to support the implementation of defined projects that benefit the recipient directly, or the constituents they represent. They are directly responsible for completion of funded project.</li> <li>4) Vendors are contractors, dealers, distributors, merchants or other sellers providing goods or services necessary to complete the project. Typically, the provision of goods and services are provided within a competitive environment.</li> </ol>				This value can only be set by the recipient contact or alternate contact of the parent award.

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
26.18 Agency	The I/3 department number where applicable.		NA	NA	Values must be valid I/3 department numbers.
26.19 Recipient Name	The name of the state agency or institution receiving the I-JOBS appropriation.	The name of the organization or individual receiving the award.			
26.20 Recipient Contact (E-Mail)	E-mail address of the person responsible for the award's execution, or assigned responsibility for reporting on the award.				E-mail address is compared to each logged-in user for access control.
26.21 Recipient Contact Phone	Phone number of the person responsible for the award's execution, or assigned responsibility for reporting on the award.				
26.22 Alternate Contact (E-Mail)	E-mail address of the person serving as back-up to the recipient contact. Prime recipients must provide a back-up person.				E-mail address is compared to each logged-in user for access control.
26.23 Alternate Contact Phone	Phone number of the person serving as back-up to the recipient contact. Prime recipients must provide a back-up person.				

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
26.24 Recipient Account Number	NA	Optional field for reference purposes to help associate financial information to the specific award.			This value can only be set by the recipient contact or alternate contact of the parent award.
26.25 Recipient Address	Physical location of the recipient: street address, city, state and zip code.				Compare against address validation service.
26.26 Confidential Address	NA	NA	Allows user to denote whether address should remain confidential (e.g. locations of domestic violence shelters are confidential).		
26.27 Name of Top Executive	NA	NA	NA	Name of top executive employee at recipient location.	Required where Recipient Type is "V."

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
26.28 Top Executive Residence	NA	NA	NA	City, State and Zip Code for Top Exec's Residence	City, State and Zip required for vendors.
26.29 Women Business Enterprise	NA	NA	A women business enterprise is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by United States citizens that are female.		

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient Vendor	
26.30 Minority Business Enterprise	NA	NA	A minority business enterprise is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by United States citizens who are members of the following racial groups: African American, Asian American, Hispanic American and Native American.	
<b>Place of Performance</b>				
26.31 Place of Performance (POP) Address	NA		Physical location of the primary place of performance: street address, city, state and zip code. Should only be provided if the work is completed or will be completed at one specific address.	Require complete address when partial address has been provided.

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient Vendor	
26.32 POP Confidential Address	NA	NA	Allows user to denote whether address should remain confidential (e.g. locations of domestic violence shelters are confidential).	
26.33 POP Location Code	NA		This is intended to represent the broader regional area where work is actually being done. Codes associated with various geographic regions including: cities, counties, Area Education Agencies, Local Education Agencies (school districts), Council of Governments, Regional Transit Authorities, Area Agencies on Aging, Community Action Agencies, Judicial Districts, Drug Task Forces, local Community Empowerment areas, and Resource Conservation & Development areas.	POP Location Code must be provided.  Compare against location table to validate user input. Required for all sub-awards.
26.34 Latitude	NA		An optional field that provides the north/south coordinate of a point representing the Place of Performance. Should be entered in decimal degrees with + for North, and – for South. Values must be between -180 and 180.	Enforce decimal degrees formatting. Must be filled in if value is provided for longitude.

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	
26.35 Longitude	NA	An optional field that provides the east/west coordinate of a point representing the Place of Performance. Should be entered in decimal degrees with + for East, and – for West. Values must be between -180 and 180.		Enforce decimal degrees formatting. Must be filled in if value is provided for latitude.

## 27 Report Request Definitions & Business Rules

Report Request data elements are those data elements that require periodic updates, and are completed by the awarding organization. This section provides definitions on data elements that require user input. For definitions of Recipient Types, please refer to Subsection [26.17](#).

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
27.1 Report ID	Unique identifier for a report record. Automatically assigned by the system.				
27.2 Report Description	Description of the report (e.g., "3Q 2009 Reporting Cycle for Iowa Arts Jobs Preservation Grants", "Mid-Summer Status Report for Green Project Reserves", etc) – as specified by the person initiating the report request. Description should be clear so that person responsible for reporting will know what it is for, as they may have multiple reports to complete.				
27.3 Due Date	Date report is due for review and approval.				Due date must be earlier than due date for the parent award.
27.4 Reporting Period End Date	The person initiating the report indicates the end date of the reporting period (i.e. the date for financial transactions to be reported through).				

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	
27.5 Total Award Disbursed	NA	Cumulative total payments, amounts of cash disbursed to the internal recipient, sub-recipient or vendor as of the reporting period end date. This value is treated as the target amount for the report.		Value should not exceed the Award Amount.  Flag value if less than Total Award Disbursed in most recent approved report for the award.

## 28 Report Definitions & Business Rules

Reporting data elements are those data elements that require periodic updates and are completed by the recipient organization. This section provides definitions on data elements that require user input. For definitions of Recipient Types, please refer to Subsection [26.17](#).

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
<b>Project Update</b>					
28.1 Total Award Disbursed	Cumulative amount of I-JOBS funds drawn down.	NA			Value should not exceed the Award Amount.  Flag value if less than Total Award Disbursed in most recent approved report for the award.

Data Elements	Definition by Recipient Type			Business Rules	
	Prime Recipient	Internal Recipient	Sub-Recipient		Vendor
28.2 Total Award Expenditure	The cumulative total expenditures of I-JOBS funding from the start of the I-JOBS initiative through the reporting period end date.	The total award expenditure made by the recipient by the reporting period end date. This is the cumulative value from the beginning of the award.		NA	<p>Value should not exceed award amount.</p> <p>Flag value if less than Total Award Expenditure in most recent approved report for the award.</p> <p>Flag value if Final Report = Y, and Total Award Expenditure does not equal Total Award Disbursed.</p> <p>Flag value if Total Disbursed (I-JOBS proportion) to immediate sub-awards exceed Total Award Expenditure.</p>

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient Vendor	
28.3 Total Local Funds Expended	NA	The cumulative total expenditure of local funds or other grant resources by the recipient from the beginning of the award through the reporting period end date. Should not include expenditures of award funding.	NA	
28.4 Final Report	<p>Final Project Report Indicator (i.e. no future reports) – a “yes” or “no” as specified by the person submitting the report. Reports may be marked as a final report when all I-JOBS funds have been expended, and project(s) supported by the award is deemed complete by the awarding agency or organization; or the award has been terminated or cancelled.</p> <p><b><i>When value is “yes” award is removed from reporting dashboard in future reporting cycles.</i></b></p>			<p>When value is “yes”, subsequent reports cannot be filed.</p> <p>All sub-awards underneath the award have already submitted a final report either in the current report period or a prior report period</p>

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
28.5 Project Status	Overall percentage of project completion (0-100%), in whole numbers, as specified by the person completing the report. Where appropriate, the percentage should be based on defined project milestones.				<p>The project status should be flagged if project completion is not within +/- 10% of the award expenditures expressed as a percentage of the award amount.</p> <p>The project status should 100 If Final Report = Y.</p>

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient Vendor	
28.6 Project Status Description	<p>Narrative description of significant activities funded, services performed and/or deliverables achieved during the reporting period. This will supplement narrative contained in the Project Description. This field is intended to highlight actual deliverables completed, and measured results achieved. This should provide a summary of all sub-awards. The description is intended to provide meaning to the percentage of project completion as reported in the Project Status.</p> <p>Reports should also, if applicable, outline methodologies used to estimate work hours of small sub-awards (see subsection <a href="#">28.7</a>).</p> <p>Please be concise, use limited technical jargon, and avoid referencing other documents.</p>	<p>Narrative description of significant activities funded, services performed and/or deliverables achieved during the reporting period. Information contained here should be specific, and contain measured results achieved where applicable.</p> <p>This description is intended to provide meaning to the percentage of project completion as reported in the Project Status. It should provide a clear understanding of <u>how</u> the recipient used the funding.</p> <p>Please be concise, use limited technical jargon, and avoid referencing other documents.</p>		<p>Narrative should be provided in Project Status Description if Project Status is greater than 5.</p> <p>If Project Status Description is required, it should contain more than 25 characters.</p>
<b>Small Sub-Award Information</b>				
28.7 Total Number Small Sub-awards	Total number of sub-awards to sub-recipients and vendors with less than \$5,000 of I-JOBS funding.	NA	NA	Value is flagged if less than previous reported amount.

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
28.8 Total Amount Small Sub-awards	Total amount of sub-awards to sub-recipients and vendors with less than \$5,000 of I-JOBS funding.		NA	NA	Value should be less than both Award Amount and Total ARRA Expenditure.  Value is flagged if less than previous reported amount.
<b>Job Creation and Retention Data</b>					
28.9 SOC Minor	Describes the type of occupations funded by your project, and allows individuals with similar occupations to be grouped into the same job information record. 2010 Standard Occupational Classification (SOC) information can be found on our <a href="#">reference data page</a> (you will need to be logged in to access it.). You can use the keyword search to find the most appropriate occupational group, make sure you use the second number provided (e.g. 25-1000).				Value validated against a list of SOC Minor Groups.
28.10 Description	For the reporter's use to describe jobs or positions within their organization included in SOC minor group, such as job title, classification type or function. Reporters should not use individual employee names.  Records that provide the estimate of work hours for small sub-awards, reporters should list the number of small sub-awards included in the estimate, and the name of the methodology used to provide the estimate if more than one is used.		For the reporter's use to describe jobs or positions within their organization included in SOC minor group, such as job title, classification type or function. Reporters should not use individual employee names.		

Data Elements	Definition by Recipient Type			Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient Vendor	
28.11 Work Start Date	Establishes the beginning of the date range for which reported hours worked is based. The date entered should be: <ul style="list-style-type: none"> <li>(i) The start of the first pay period for which the reported hours worked were based – provided that first pay period ended within the reported period;</li> <li>(ii) The first day of the reported period (e.g. 4/1, 7/1, 10/1, 1/1); or</li> <li>(iii) The actual date work began if it occurred after the start of the reported period.</li> </ul>			May not be more than 14 days earlier than the Reporting Period End Date of the previous report cycle.
28.12 Work End Date	Establishes the end of the date range for which reported hours worked is based. The date entered should be: <ul style="list-style-type: none"> <li>(i) The end of the last pay period for which the reported hours worked were based – provided that the last pay period ended prior to the report period end date;</li> <li>(ii) The report period end date (e.g. 3/31, 6/30, 9/30, 12/31); or</li> <li>(iii) The actual date work ended if it concluded before the report period end date.</li> </ul>			May not be later than the Reporting Period End Date or the Project Grant Period End Date, whichever is earlier.
28.13 Hours Worked	Hours worked are those where: <ul style="list-style-type: none"> <li>(i) The work fell within the reported period, or within pay periods ending in the reported period;</li> <li>(ii) Wages and salaries for the work hours associated with the <u>entire</u> project or projects funded in part or in whole by your award; and</li> <li>(iii) The work was carried out by employees or contracted employees of the recipient organization. (Prime and Internal Recipients may estimate work hours for small sub-awards)</li> </ul>			
28.14 Small Sub-Award Estimate	Provides an indicator that the job record reported was based on an estimate, and not work hours directly reported by recipients.	NA	NA	

Data Elements	Definition by Recipient Type				Business Rules
	Prime Recipient	Internal Recipient	Sub-Recipient	Vendor	
<b>Employee Residency Data</b>					
28.15 State of Residence	NA	NA	NA	Two digit abbreviation of vendor employees' state of residence.	Must be a valid two digit abbreviation.
28.16 Number of Employees	NA	NA	NA	Total number of the vendor's employees working on project who reside in state listed.	